

Section 2. Control and Accountability

5-200. General. Contractors shall establish an information management system and control the classified information in their possession.

5-201. Policy. The document accountability system for SECRET material is eliminated as a security protection measure, except for highly sensitive program information and where special conditions exist as approved by the GCA. Contractors shall ensure that classified information in their custody is used or retained only in furtherance of a lawful and authorized U.S. Government purpose. The U.S. Government reserves the right to retrieve its classified material or to cause appropriate disposition of the material by the contractor. The information management system employed by the contractor **shall** be capable of facilitating such retrieval and disposition in a reasonable period of time.

5-202. External Receipt and Dispatch Records. Contractors **shall** maintain a record that reflects: (a) The date of the material; (b) The date of receipt or dispatch; (c) The classification; (d) An unclassified description of the material; and (e) The identity of the activity from which the material was received or to which the material was dispatched. Receipt and dispatch records shall be **retained** for 2 years.

5-203. Accountability for TOP SECRET.

- a. TOP SECRET control officials shall be designated to receive, transmit, and maintain access and accountability records for TOP SECRET information. An inventory shall be conducted annually unless written relief is granted by the GCA.
- b. The transmittal of TOP SECRET information shall be covered by a continuous receipt system both within and outside the facility.

- c. Each item of TOP SECRET material shall be numbered in series. The copy number shall be placed on TOP SECRET documents and on **all** associated transaction documents.

5-204. Receiving **Classified** Material. All classified material shall be delivered directly to designated personnel. When U.S. Registered Mail, U.S. Express Mail, U.S. Certified Mail, or classified material delivered by messenger is not received directly by designated personnel, procedures shall be established to ensure that the material is received by authorized persons for prompt delivery or notice to authorized personnel. The material shall be examined for evidence of tampering and the classified contents shall be checked against the receipt. Discrepancies in the contents of a package, or absence of a receipt for TOP SECRET and SECRET material, **shall** be reported promptly to the sender. If the shipment is in order, the receipt shall be signed and returned to the sender. If a receipt is included with CONFIDENTIAL material, it shall be signed and returned to the sender.

5-205. Generation of Classified Material.

- a. A record of TOP SECRET material produced by the contractor **shall be made** when *the material is*: (2) Completed as a finished document; (2) Retained for more than 30 days after creation, regardless of the stage of development or (3) Transmitted outside the facility.
- b. Classified working papers, such as, notes and rough drafts generated by the contractor in the preparation of a finished document shall be: (1) Dated when created; (2) Marked with its overall classification, and with the annotation "WORKING PAPERS;" and (3) Destroyed when no longer needed.